

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department, Quality Assurance Services Bureau, Contract Monitoring Office is seeking a well qualified and highly motivated candidate to fill the position of Secretary III.

**Requirements** Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Secretary III** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Sandra Torres  
Quality Assurance Services Bureau  
Contract Monitoring Office  
7639 South Painter Avenue  
Whittier, California 90602  
Phone: (562) 907-3004

**Please email documents to:**  
**[Sandra.Torres@probation.la.county.gov](mailto:Sandra.Torres@probation.la.county.gov) with the subject line**  
**"Secretary III."**

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

**Desirable Qualifications**

- Excellent interpersonal skills.
- Ability to multi-task on a daily basis.
- Dependable and adaptable.
- Organizational skills.
- Proficiency in MS Office.

**Duties**

- Replies to correspondence with or without dictation.
- Screens office callers and telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.
- Makes appointments and arranges conferences and meetings for supervisor.

- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda, with or without dictation, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, approving material and purchase requisitions, and contacting the Chief Administrative Office, Department of Human Resources, and other departments.
- Keeps check on the execution of plans, improvements, and projects instituted by the supervisor and recommends improvements in departmental procedures.

**Vacancy  
Information**

This transfer opportunity is located at 7639 South Painter Avenue, Whittier, California 90602.

**\*\*THIS IS NOT A CIVIL SERVICE EXAMINATION.\*\***

**Available Shift** Day  
**Contact Name** Sandra Torres  
**Contact Phone** (562) 907-3004  
**Contact Email** Sandra.Torres@probation.lacounty.gov  
**Job Field** Secretarial  
**Job Type** Administrative Support

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